



## Board of Trustees Monthly Meeting

**Date:** November 17, 2022

**Location:** Library Community Room

### **Trustees Attending in person:**

Caitie Hilverman (President), Dani French (Secretary), Michael Grisham (Treasurer), Elizabeth Dickey, Maddie Meehan, Ryan Kelly, Bill Stenehjem, Linda Friedner, Jessica Almeleh-Frazer, Crystal Jeffs, Kris Weiss, Charlie Wittingham, Mark Orton, Kimberly Erwin, Gary Sheffer

**Excused:** Julia Black (Vice President), Richard Garmise, Carol Pledger

### **Absent:**

**Staff Attending:** Emily Chameides (Director)

### **Others Attending:**

Meeting was called to order by Caitie Hilverman at 6:01pm. She welcomed trustees and guests.

*A motion to approve the October minutes was made by Charlie and seconded by Mark. Vote to approve minutes was unanimous.*

## **Reports**

### **President's Report: Caitie Hilverman.**

- 414 was a great success! It passed by the biggest margin in the county.
- We're going to have a retro to make a playbook for future 414 efforts in other towns (Greenport, Stockport, etc.)
- The Gallop was also amazing. Thank you to everyone for these group efforts.
- Caitie introduced the attendance amendment to the board—sending a letter after 4 calendar year absences to ask the member to assess their membership to the board
  - Non-punitive, just a way to check in on everyone's priorities since they can shift over time
  - BD development will have a plan for recruitment and training since we're losing 3 board members in March.

### **Treasurer's Report: Michael Grisham**

- 82% income collected, spent 67%
- Total receipts were 14,845 for the month.
- \$4,000 in restricted grants from the Hover foundation
- \$1,020 in entry fees of GG and 11,410.65 in sponsorships

*A motion was made to approve the Treasurer's Report by Charlie Wittingham and seconded by Liz Dickey. Vote to approve the report was unanimous.*

*A motion was made to approve the Profit & Loss Statement by Liz Dickey and seconded by Kimberly Erwin. Vote to approve the report was unanimous.*

### **Director's Report: Emily Chameides**

- Personnel
  - There have been a number of sick staff members over the past few weeks.
  - A staff member on medical leave with no timeline for return yet. There's a card at the desk if anyone wants to sign.
  - New team member Patty is joining next week covered by a Senior Services agency.
- Exhibits
  - Columbia County photo club displaying in the Community Room. Proceeds of sales will go to the Friends
  - The History Room has an exhibit in the hallway: Winter scenes in Hudson
  - We'll have Winter Walk window at 323 Warren.
- Our library system is now the first system to be certified sustainable through the Sustainable Libraries Certification Program.
- There was a recent Olana/Columbia County Sanctuary movement collaborative program where there was art programming and a bilingual tour of the house. First bilingual event ever at Olana. Participants gave great feedback to Tracy that they felt really comfortable at the event and really enjoyed.
  - Liz brought up that they spread the word about the program at LatinX fest.
- 459,000 print books in the library system—fun random fact from Mark.
- Ryan asked if we could ever do the Crypt tour as a fundraiser for the history room because it's so popular.

### **Board Development: Dani French**

- There will be a committee meeting directly after this one at Wunderbar. Anyone who wants to attend is welcome to join.
  - We'll discuss: the logistics of enforcement of the new attendance policy, vote-in dates for board terms, a formal process for retros.
- We're creating a trustee directory with the following information:
  - Contact information
  - Start and end dates for terms so we can track board tenure and plan recruitment in advance
  - Info about past members who we can contact about rejoining
  - Useful info like voting location, vehicles (trucks are often needed)
  - Committees so we know who is contributing where
  - Will need everyone's help to fill in information.
- Please respond to my email about bios if you got one from me!

### **Programming Committee: Liz Dickey and Maddie Meehan**

- Shared bookmarks at Ghostly Gallop along with Children's Book Festival.
- Kudos for the Olana event!

## **History Room: Gary Sheffer**

- No committee meeting this month.
- Program a week ago about Harry Howard. Small turnout, but it was a good presentation. Might have had a better turnout if it was virtual.
- Perhaps Winter Walk should be more than the History Room. Is there something that can be done with kids? Small window, but maybe we can do something out front.
  - Maybe read a holiday book? (Charlie suggestions)
  - Caitie asked Maddie and Liz to follow up on the idea of having people/performers for Winter Walk. Maddie said two weeks is too tight, we should put the idea in our pocket for next week
- Finished archiving/digitization of the papers.
- Interview with landscape architect for Promenade Hill on Zoom—should be up on the website already.
- Mark brought up that we need to up our game with streaming so we can stream all the events.
  - Caitie mentioned that the staff is overloaded so we'd need a volunteer for this—there are high schoolers who need volunteer hours.
  - Liz chimed in that we could record and have the video available as an alternative.

## **Ghostly Gallop: Gary Sheffer**

- Gary thanked everyone for their efforts and for being a great team.
- We should pick a date for next year as soon as possible.
- Discussed the benefit of having the GG and Halloween parade on the same day—a day full of community activity and togetherness.
  - Plus it's good for businesses, which would help our sponsorship pitches
- Discussed alternate routes for the Gallop—starting at the waterfront, etc.

## **Marketing and Fundraising: Charlie Whittingham**

- Wrapped up 414 and the Friends approved the expenses
- Michael helped out last minute because we went over budget. Michael gave a generous donation to cover it.
- There is high awareness of the library right now, so we can trade on that for board development.
- No Farm and Flea booth this year.
- We will schedule the retro for the 414
- Maddie asked how often we'll do 414s in the future? Charlie said we'll talk about it, but potentially every two years.
- Caitie: Let's assess where we want to be and make a strategy for our funding and discuss which charter areas to target and when. Let's make turning over the ballot a regular practice.
  - Libby said she'll talk to us about what to do next so we only have to hire her for direct mailings.
  - We'll look at data of all the things we did and see how effective it was and what we should do again.
  - Linda pointed out that the scanners point out when the ballot isn't flipped (can't confirm)
  - Spotty wouldn't give their sign back because they love the library (yay).
  - 414 cost was \$5,000 for Libby, around \$11,400 from the escrow. For next year: Use the budget from the Friends and don't overspend.
  - Kimberly asked if companies can match library donations and suggested we remind people to

do that.

### **Friends of the Hudson Area Library Report: Ryan Kelly**

- Would we ever do a sip and sign just for end of year donation money?
  - Yes! Caitie said that we do have the annual appeal.
- The Friends meeting was last night. Book & Bake sale was very successful and made \$1600. First time hitting four figures!
  - 25 vouchers from the Ghostly Gallop were used.
  - Next sale is in April and they will accept Venmo and PayPal.
- The Friends signed off on 414 expenses.
- Friends are applying for a Bank of Greene County grant, as long as it doesn't conflict with a grant that the library is applying for.
- Next meeting is in January. Meeting every other month.

### **New Business/Public Comments.**

*None*

*Motion to adjourn was made at 6:59 pm by Mark Orton and seconded by Linda Friedner. Vote to adjourn was passed unanimously.*

Dani French, November 17, 2022

**Recording Secretary**

December 15, 2022

**Date of approval**